

AAMC
TRAINING GROUP

IMPROVING LIVES
THROUGH EDUCATION

How to upload your Online Assessment via the AAMC Members' Area

Head office:

5/17 Foley Street Balcatta WA 6021

Tel: +61(8) 9344 4088

www.aamctraining.edu.au

How to upload the assessment content

This 'how to' information will guide you through the process of uploading your assessment.

Detailed below is the content or assessments you will expect to see within your member's area.

- Learning material, multi-choice assessments and written assessments/case studies

Should you experience problems with accessing your course:

- ensure that you allow pop-ups for our website
- our correct web address must be used to gain access to your members area: www.aamctraining.edu.au

Please follow the step by step instructions to upload your assessments accordingly. Should you have any queries during this process, please do not hesitate to contact us.

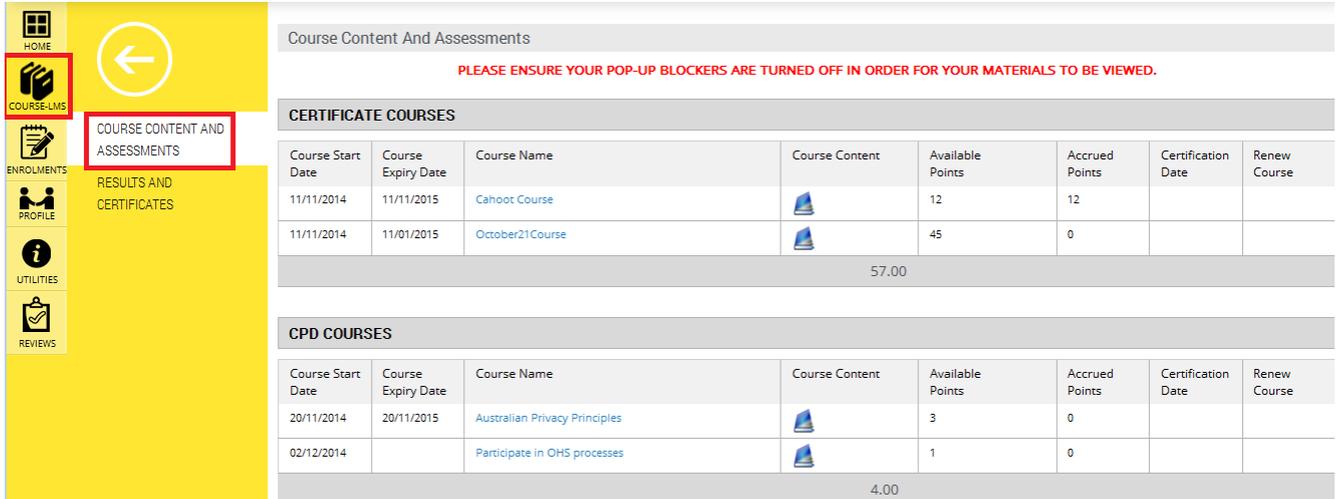
Step by Step Instructions

1. Please access the AAMC Training website www.aamctraining.edu.au and sign into the **AAMC Members' Area**. Select country. Click Member. Enter your email address and password.



The screenshot displays the AAMC Training Group website interface. At the top left is the AAMC logo. To the right, contact information includes Toll Free: 1800 66 2262 and +91 44 4260 5598. A navigation menu contains links for HOME, COMPANY, MEMBERS, and SPECIALS. A dropdown menu is open, showing options for Login (circled in red), Register Now, and a country selector set to India. Below the dropdown are radio buttons for Member (selected), Assessor, and Trainer. Input fields for 'Your email address' and 'Password' are present, along with a 'Login' button and a 'Forgot Password' link. The main content area features the slogan 'Improving lives through education' and a search bar for courses. Below this is a grid of service categories: Financial Services, Retail, Property Services, Tourism Travel & Hospitality, Transport & Logistics, Business, Consultancy Services, Learning Management System, Compliance Toolkit and templates, and Cash Flow Management Lifestyle Planner.

2. Now you have completed your assessment you have the ability to electronically upload your submission directly to the assessor in an electronic format (Word, Excel, PDF, etc.). In order to do this you will need to **save each assessment into a maximum of 3 documents per assessment**. Access the online assessments, by selecting 'Course-LMS' -> 'Course Content and Assessments'.



Course Content And Assessments

PLEASE ENSURE YOUR POP-UP BLOCKERS ARE TURNED OFF IN ORDER FOR YOUR MATERIALS TO BE VIEWED.

| CERTIFICATE COURSES | | | | | | | | |
|---------------------|--------------------|---------------------------------|----------------|------------------|----------------|--------------------|--------------|--|
| Course Start Date | Course Expiry Date | Course Name | Course Content | Available Points | Accrued Points | Certification Date | Renew Course | |
| 11/11/2014 | 11/11/2015 | Cahoot Course | | 12 | 12 | | | |
| 11/11/2014 | 11/01/2015 | October21Course | | 45 | 0 | | | |
| | | | | 57.00 | | | | |

| CPD COURSES | | | | | | | | |
|-------------------|--------------------|---|----------------|------------------|----------------|--------------------|--------------|--|
| Course Start Date | Course Expiry Date | Course Name | Course Content | Available Points | Accrued Points | Certification Date | Renew Course | |
| 20/11/2014 | 20/11/2015 | Australian Privacy Principles | | 3 | 0 | | | |
| 02/12/2014 | | Participate in OHS processes | | 1 | 0 | | | |
| | | | | 4.00 | | | | |

3. Scroll down and find Online Assessment. Find the assessment you want to upload. Click **Upload Assessment** from the column under "Upload OR Commence Assessment".

| ASSESSMENTS | | | | | |
|-----------------|--|--------------|---------------------------------|-------------------------------------|----------|
| Course | Assessment | Status | View Assessment If Applicable | Upload or Commence Assessment | Comments |
| October21Course | Financial Services Legislation & Compliance MCQ 1 | Pending Test | N/A | Commence Assessment | |
| October21Course | Financial Services Legislation & Compliance MCQ 2 | Pending Test | N/A | Commence Assessment | |
| October21Course | Financial Services Legislation & Compliance Assessment | Pending Test | View Assessment | Upload Assessment | |
| October21Course | Loan Applications MCQ 1 | Pending Test | N/A | Commence Assessment | |
| October21Course | Loan Applications MCQ 2 | Pending Test | N/A | Commence Assessment | |
| October21Course | Loan Applications MCQ 3 | Pending Test | N/A | Commence Assessment | |

4. Select "Upload Assessment".

WELCOME TO UPLOADING YOUR ASSESSMENT

- You can upload your assessment in 5 parts only.
- You have a maximum upload limit of **20MB** for this assessment.
- You can upload Word, Excel, PowerPoint, Publisher and PDF documents ONLY.
- Once you have uploaded your assessment this will go directly to the assessor for marking. You will receive an email response with your results within 5 to 10 working days.
- Please select "Upload Assessment" below when you are ready to upload your assessment.
- If you are not ready to upload your assessment then please select "Back to Content & Assessments".

[Upload Assessment](#)

[Back to Content & Assessment](#)

5. Click "Upload your Assessment".

Financial Services Legislation & Compliance Assessment

[Back to members home page](#)

[Back to Content & Assessment](#)

[View Assessment](#)

[Upload your Assessment](#)

- To browse for your file, click "**Browse**". Select your file and click "**Open**"

Financial Services Legislation & Compliance Assessment

[Back to members home page](#)

[Back to Content & Assessment](#)

[View Assessment](#)

[Upload your Assessment](#)

****Please do not use the Browser Close Button x to complete your assessment upload.
Ensure you follow steps 1 to 4 when uploading.

You can upload your assessment in 5 parts only
You have a maximum upload limit of 20MB for each assessment part.

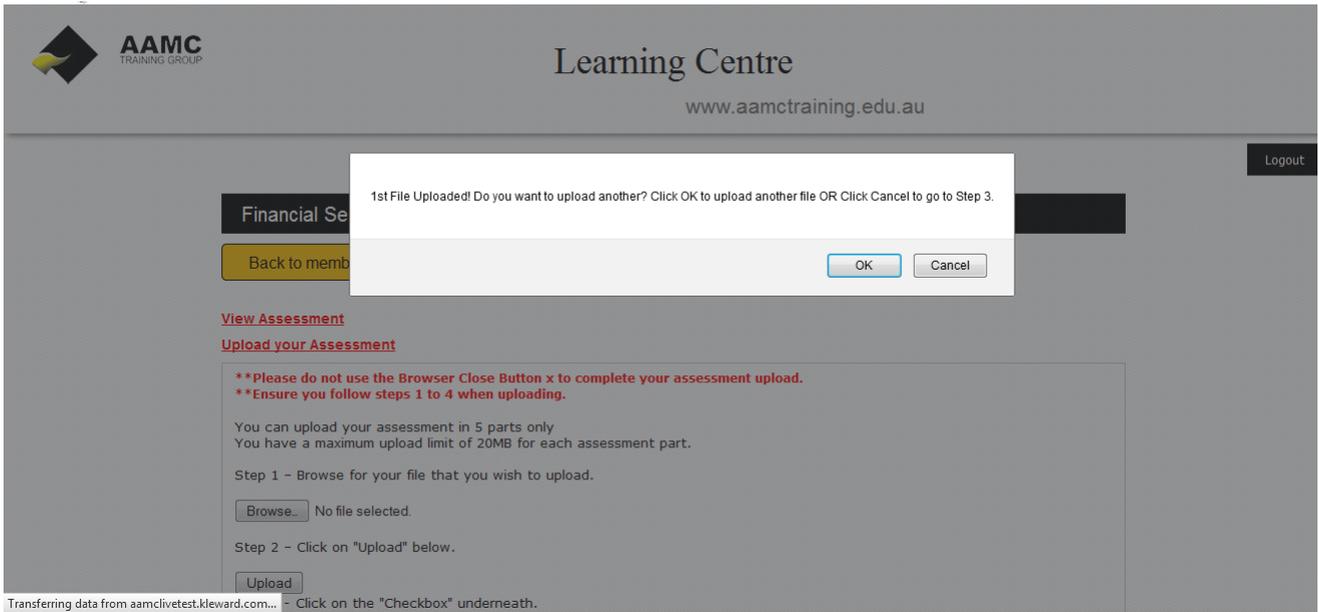
Step 1 - Browse for your file that you wish to upload.

No file selected.

Step 2 - Click on "Upload" below.

Step 3 - Click on the "Checkbox" underneath.

- Once you have selected your file, click "**Upload**". Please allow the system to process your attachment – this may take a few minutes depending on the size of your attachment.
- A new pop-up will appear saying "1st File Uploaded! Do you want to upload another? Click OK to upload another file OR Click Cancel to go to Step 3." If you have another file to upload, click **OK** and proceed as before. If no more file, click **Cancel**.



The screenshot shows the AAMC Learning Centre website. At the top left is the AAMC Training Group logo. The page title is "Learning Centre" with the URL "www.aamctraining.edu.au" below it. A "Logout" button is in the top right. A central dialog box displays the message: "1st File Uploaded! Do you want to upload another? Click OK to upload another file OR Click Cancel to go to Step 3." Below the dialog, there are buttons for "OK" and "Cancel". The background page shows a "Financial Se" section with a "Back to memb" button. Below that is a "View Assessment" section with a link to "Upload your Assessment". This section contains instructions: "**Please do not use the Browser Close Button x to complete your assessment upload." and "**Ensure you follow steps 1 to 4 when uploading." It states that assessments can be uploaded in 5 parts with a 20MB limit per part. Step 1 is "Browse for your file that you wish to upload." with a "Browse..." button and "No file selected" text. Step 2 is "Click on 'Upload' below." with an "Upload" button. At the bottom of the page, a status bar reads: "Transferring data from aamclivetest.kleward.com... - Click on the 'Checkbox' underneath."

9. You will need to confirm that the work you have submitted is your own by checking the Check box.
10. To go back to home page, click **Back to members home page**. To go back to training plan page , click **Back to Online content & Assessment**.